

Office 365 – (O365)

Lync 2013

Tutorial # 1 - Overview

(Story board)

Introduction

The following is a story board of a tutorial depicting the steps and screen selections required to perform various functions using the Office 365 Word On-Line application.

What is covered in 'Lync Overview' tutorial is a high level review of:

- General Overview
- Home Page - Your ID area
- Home Page – Mode of Communication
- Home Page - Search
- Home Page – People area
- Home Page – Things groups can do
- Admin Items

As the tutorials are designed to be reviewed in a reasonable amount of time each one covers specific activities. Other commonly used capabilities will be the subjects of other tutorials.

Overview

Lync Notes

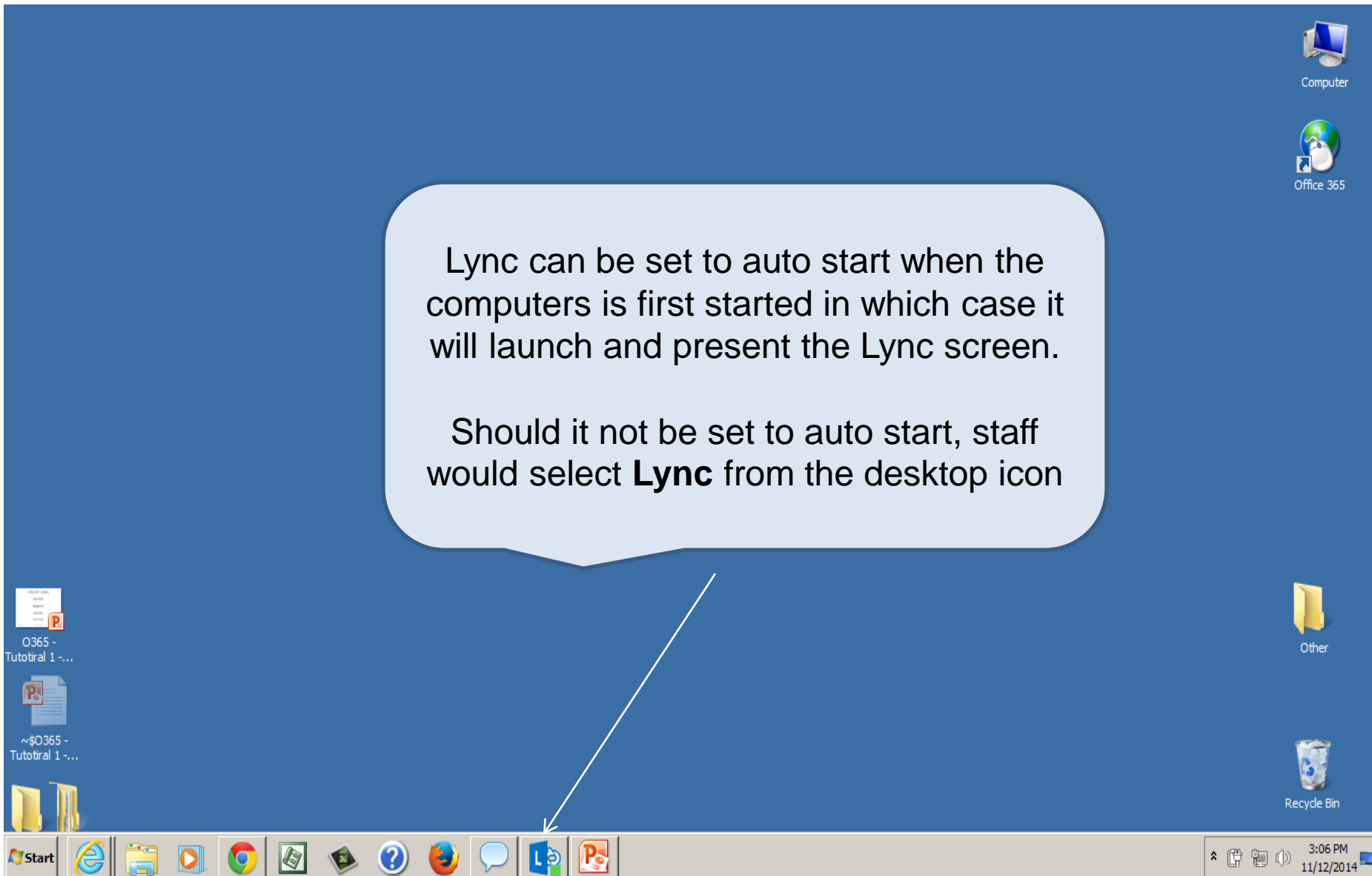
- Provides near real time communication
 - Instant Messaging (IM)
 - Video Conferencing
- Multiple modes of operation
 - Conference
 - Whiteboard
 - Meeting
- Options
 - Record a session
 - Provide Admin Info
 -

Opening Lync from the desktop

Lync – Overview – Launching From the Desktop

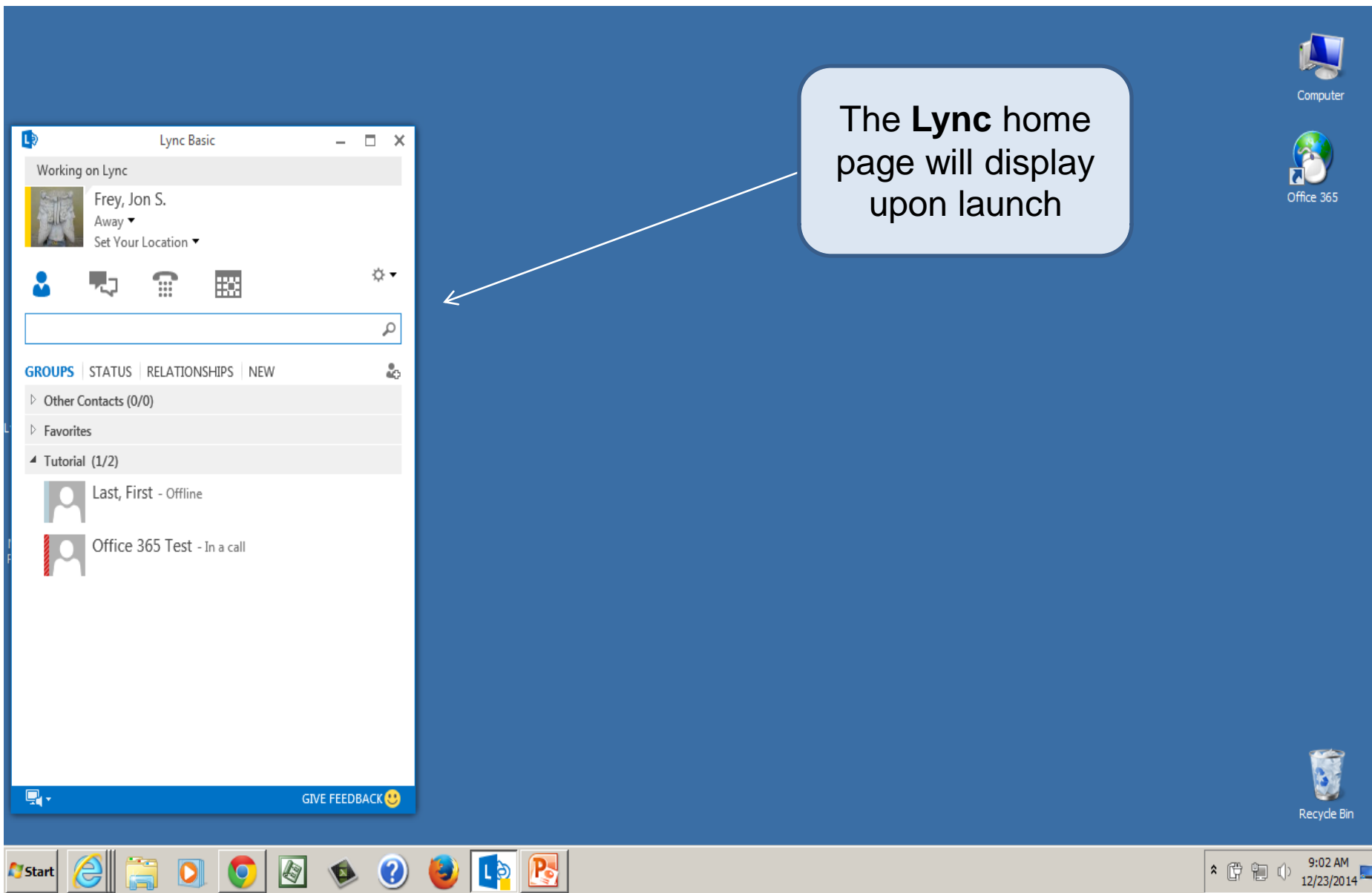
Lync can be set to auto start when the computers is first started in which case it will launch and present the Lync screen.

Should it not be set to auto start, staff would select **Lync** from the desktop icon



Home Page View

Lync – Overview – Home Page - Overview



Lync – Overview – Home Page – Overview- Maximized

The screenshot shows the Lync Basic Home Page interface. At the top, a status bar indicates 'Working on Lync' and the user's name 'Frey, Jon S.' with a status of 'Away' and a 'Set Your Location' dropdown. Below this is a navigation bar with icons for 'People', 'Groups', 'Calls', and 'Calendar'. A search bar is located to the right of these icons. The main content area is divided into sections: 'GROUPS' (with sub-sections 'STATUS', 'RELATIONSHIPS', and 'NEW'), 'Other Contacts (0/0)', 'Favorites', and 'Tutorial (1/2)'. The 'Tutorial (1/2)' section is expanded, showing two items: 'Last, First - Offline' and 'Office 365 Test - In a call'. Blue arrows point from the text on the right to specific elements in the interface: one to the user's name/status, one to the navigation icons, one to the search bar, one to the 'Tutorial (1/2)' section, and one to the 'Office 365 Test - In a call' item.

When staff arrive at the Lync screen it starts in the following configuration

For the purpose of this Tutorial
The screen will be described as having the following areas;

- > ID Area
- > Modes of Communication
- > Search Area
- > People Area
- > Things groups can do

Home Page - Your ID Area

Lync – Overview – Home Page – Your ID area

The screenshot shows the Lync Basic Home Page. At the top, the title bar reads 'Lync Basic'. Below it, a header bar says 'Working on Lync'. The main area displays the user's profile: 'Frey, Jon S.' with a status of 'Away' and a 'Set Your Location' button. Below the profile are icons for chat, voice, and video. A search bar is present. The left sidebar contains tabs for 'GROUPS', 'STATUS', 'RELATIONSHIPS', and 'NEW'. Under 'GROUPS', there are sections for 'Other Contacts (0/0)', 'Favorites', and 'Tutorial (1/2)'. The bottom of the sidebar shows two contact cards: 'Last, First - Offline' and 'Office 365 Test - In a call Inactive 5 mins'. On the right side of the screen, there is a settings gear icon and a search icon. Blue arrows point from the text on the right to the 'Working on Lync' header, the user profile, the status 'Away', the 'Set Your Location' button, and the search bar.

The 'Your ID area' of the Lync screen provides staff with providing some general information about the following;

- > Today
- > Status of availability
- > Your location



Lync – Overview – Home Page – Your ID area – Today

The screenshot shows the Lync Basic home page. At the top, a grey bar displays 'Working on Lync' with a blue arrow pointing to it from the text 'Provides others information on what you are doing today.' Below this bar, the user's profile is shown: 'Frey, Jon S.' with a status of 'Away' and a 'Set Your Location' dropdown. A row of icons for contacts, chat, voice, and video follows. A search bar is positioned below the icons. The main section is titled 'GROUPS | STATUS | RELATIONSHIPS | NEW' and contains three expandable sections: 'Other Contacts (0/0)', 'Favorites', and 'Tutorial (1/2)'. Below these, two contact cards are visible: 'Last, First - Offline' and 'Office 365 Test - In a call Inactive 5 mins'. A blue arrow points from the text 'i.e. 'Working on Lync'' to the 'Working on Lync' bar.

Working on Lync

Frey, Jon S.
Away
Set Your Location

Provides others information on what you are doing today.

i.e.
'Working on Lync'

GROUPS | STATUS | RELATIONSHIPS | NEW

Other Contacts (0/0)

Favorites

Tutorial (1/2)

Last, First - Offline

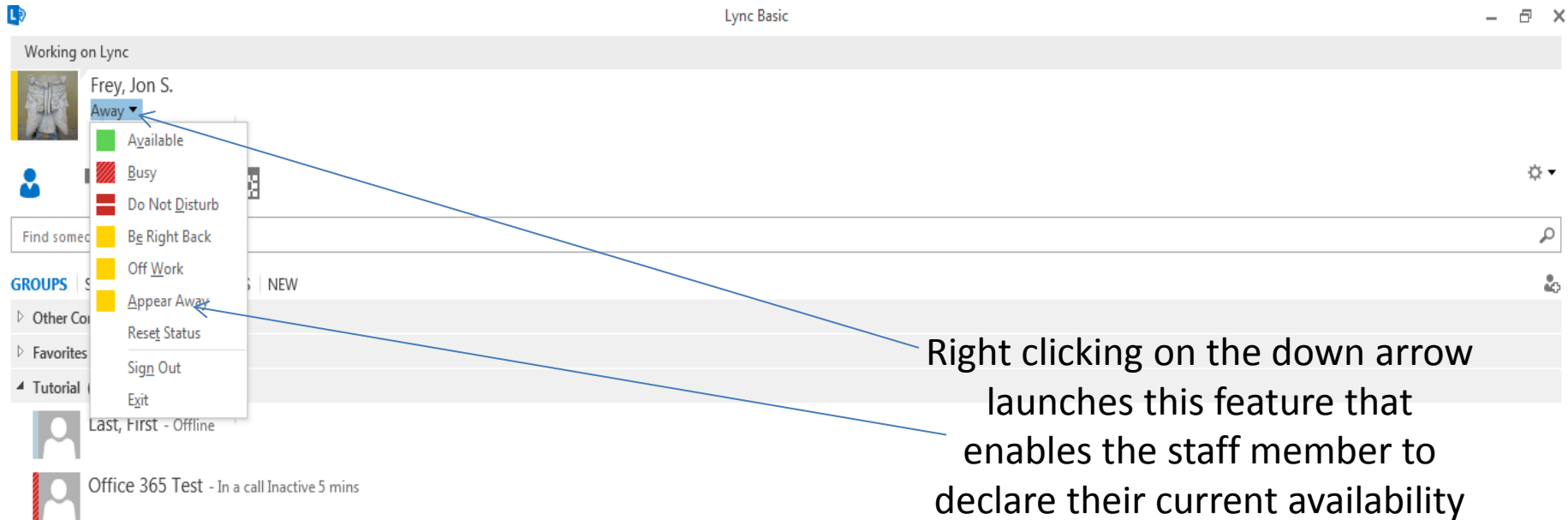
Office 365 Test - In a call Inactive 5 mins

The Windows taskbar is visible at the bottom of the screen. It includes the Start button, several application icons (Internet Explorer, File Explorer, Chrome, etc.), and a system tray on the right with a 'GIVE FEEDBACK' button, system icons, and the date/time '9:05 AM 12/23/2014'.

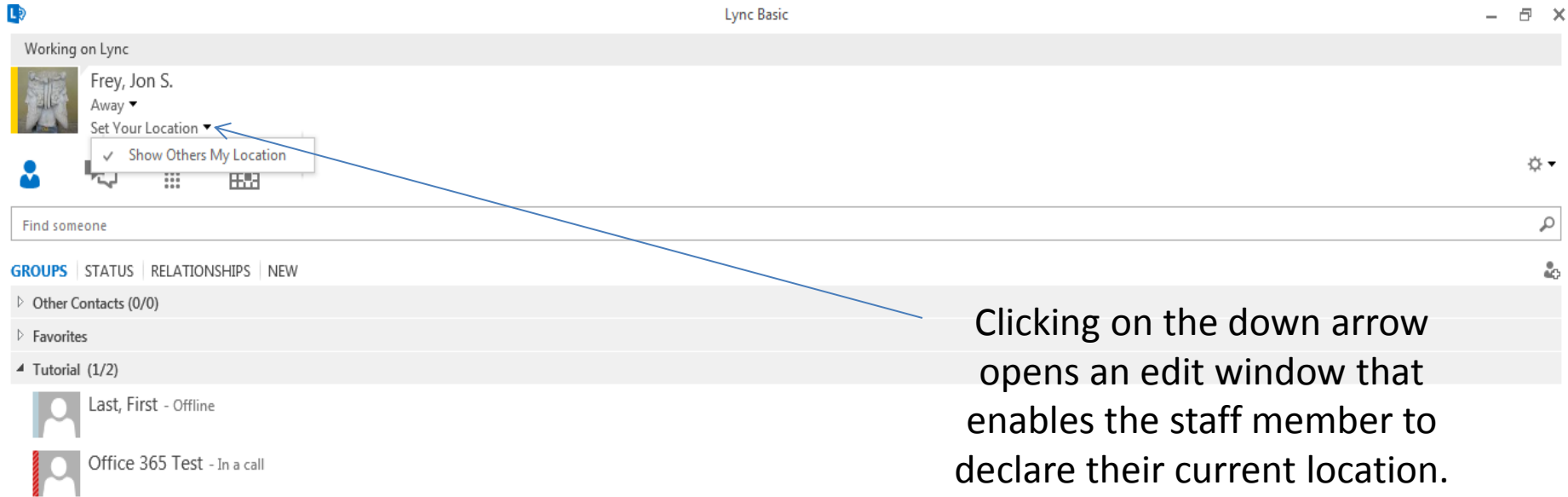
GIVE FEEDBACK

9:05 AM
12/23/2014

Lync – Overview – Home Page – Your ID area – Availability

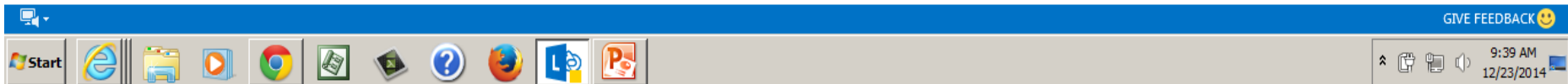


Lync – Overview – Home Page – Your ID area – Work Location



The screenshot displays the Lync Basic application window. At the top, the title bar reads 'Lync Basic'. Below it, a header bar says 'Working on Lync'. The main area shows a user profile for 'Frey, Jon S.' with a status of 'Away'. A dropdown menu is open under 'Set Your Location', showing a checked option 'Show Others My Location'. A blue arrow points from the text 'Clicking on the down arrow opens an edit window that enables the staff member to declare their current location.' to the dropdown arrow. Below the profile, there is a search bar labeled 'Find someone'. The left sidebar contains tabs for 'GROUPS', 'STATUS', 'RELATIONSHIPS', and 'NEW'. Under 'GROUPS', there are sections for 'Other Contacts (0/0)', 'Favorites', and 'Tutorial (1/2)'. The 'Tutorial (1/2)' section is expanded, showing a list of contacts: 'Last, First - Offline' and 'Office 365 Test - In a call'.

Clicking on the down arrow opens an edit window that enables the staff member to declare their current location.



Home Page

Modes of Communication

Lync – Overview – Home Page – Modes

Working on Lync

Frey, Jon S.
Away
Set Your Location

There are a number of modes which the staff member may select.

GROUPS | STATUS | RELATIONSHIPS | NEW

Other Contacts (0/0)

Favorites

Tutorial (1/2)

Last, First - Offline

Office 365 Test - In a call

Included:

- > People / Groups
- > Prior dialogues
- > Voice mails
- > Appointments

Lync – Overview – Home Page – Modes – Groups

The screenshot shows the Lync Basic Home Page. At the top, a status bar indicates 'Working on Lync' with a profile for 'Frey, Jon S.' who is 'Away' and has 'Set Your Location' as an option. Below this is a navigation bar with icons for Home, Groups, Status, Relationships, and New. The 'Groups' icon is highlighted with a blue line. A search bar is located to the right of the navigation bar. Below the search bar, there are tabs for 'GROUPS', 'STATUS', 'RELATIONSHIPS', and 'NEW'. The 'GROUPS' tab is selected. Under the 'GROUPS' tab, there are three expandable sections: 'Other Contacts (0/0)', 'Favorites', and 'Tutorial (1/2)'. The 'Tutorial (1/2)' section is expanded, showing a list of groups. The first group is 'Last, First - Offline' and the second is 'Office 365 Test - In a call'. Blue arrows point from the text 'Selecting the groups icon' to the Groups icon in the navigation bar. Another blue arrow points from the text 'Lync will display the various groups.' to the 'Tutorial (1/2)' section.

Working on Lync

Frey, Jon S.
Away
Set Your Location

Selecting the groups icon

Lync will display the various groups.

GROUPS | STATUS | RELATIONSHIPS | NEW

Other Contacts (0/0)

Favorites

Tutorial (1/2)

Last, First - Offline

Office 365 Test - In a call

The Windows taskbar is visible at the bottom of the screen. It includes the Start button, several application icons (Internet Explorer, File Explorer, Google Chrome, Lync, PowerPoint), and a system tray on the right with a 'GIVE FEEDBACK' button, a clock showing 9:40 AM, and the date 12/23/2014.

GIVE FEEDBACK

9:40 AM
12/23/2014

Lync – Overview – Home Page – Modes – Call History

Working on Lync

Lync Basic

Frey, Jon S.
Away
Set Your Location

By selecting the call history icon Lync displays all prior sessions

ALL | MISSED | CALLS

Office 365 Test
Video Call
12/22/2014

Ye, Juan (Anna)
Jon, Chris has family sickness. He will not be in office today We will reschedule our meeting when he is back... / Ok sorry to hear about illness it is always bad to be ill during the holidays
12/22/2014

Office 365 Test
Video Call
12/18/2014

Office 365 Test
hey
12/18/2014

Frey, Jon S.
Phone Call
12/17/2014

Frey, Jon S.
Phone Call
12/17/2014

Frey, Jon S.
Phone Call
12/17/2014

Frey, Jon S.
Phone Call
12/17/2014

Grubbs, Skyler
hey Jon! Just now seeing your message... not sure why lync isn't working in real time did you see my message yesterday?
12/17/2014

Grubbs, Skyler
hey Jon! / Hey Skyler I saw you flash by a bit ago. How are you feeling? Home resting I hope. Gotta go...
12/17/2014

View More in Outlook...

GIVE FEEDBACK

12/23/2014

O365 – Lync 2013 - DRAFT

18

Lync – Overview – Home Page – Modes – Voice Messages

The screenshot displays the Lync Basic application window. At the top, the title bar reads "Lync Basic". Below it, a status bar shows "Working on Lync". The main interface area includes a profile card for "Frey, Jon S." with a status of "Away" and a "Set Your Location" button. Below the profile card is a row of icons: a person, a speech bubble, a telephone, and a calendar. A blue box highlights the telephone icon, with a blue arrow pointing from it to a text box on the right that says "By selecting the voice messages icon Lync displays all prior messages". Another blue arrow points from the text box to the "VOICE MAIL" section below. The "VOICE MAIL" section has a sub-header "VOICE MAIL" and a message "You don't have any voice mail." Below this is a "View More in Outlook" link. The bottom of the window shows a Windows taskbar with various application icons and a system tray with a clock showing 9:42 AM on 12/23/2014.

Working on Lync

Frey, Jon S.
Away
Set Your Location

VOICE MAIL
You don't have any voice mail.

View More in Outlook

By selecting the voice messages icon Lync displays all prior messages

Lync – Overview – Home Page – Modes – Schedule

The screenshot displays the Lync Basic application window. At the top, the title bar reads 'Lync Basic'. Below it, a header bar says 'Working on Lync'. The main area shows the user profile for 'Frey, Jon S.' with a status of 'Away' and a 'Set Your Location' dropdown. Below the profile are four icons: a person, a speech bubble, a telephone, and a calendar. An annotation with an arrow points to the calendar icon, stating: 'By selecting schedule icon Lync displays all pending appointments'. Below these icons is a section titled 'TODAY' which lists a schedule entry: '4:00 Physical Therapy pm Ends 7:00 PM (Shady grove)'. Another annotation with an arrow points to this entry. The bottom of the window shows a Windows taskbar with various application icons and a system tray on the right with a 'GIVE FEEDBACK' button and a clock showing 9:43 AM on 12/23/2014.

Home Page - Search

Lync – Overview – Home Page – People Area – Searching

The screenshot displays the Lync Basic application window. At the top, the title bar reads "Lync Basic". Below it, a status bar shows "Working on Lync". The main interface is divided into several sections. On the left, there's a profile card for "Frey, Jon S." with a status of "Away" and a "Set Your Location" button. Below this are icons for a person, chat, phone, and a grid. A search bar is located below these icons, with a blue arrow pointing to it from the text on the right. The search bar contains a magnifying glass icon on the right. Below the search bar, there's a "GROUPS" section with tabs for "STATUS", "RELATIONSHIPS", and "NEW". Under "GROUPS", there are expandable sections: "Other Contacts (0/0)", "Favorites", and "Tutorial (1/2)". Below these, there are two contact entries: "Last, First - Offline" and "Office 365 Test - In a call". On the right side of the interface, there's a settings gear icon. At the bottom of the window, there's a taskbar with various application icons, including Start, Internet Explorer, File Explorer, Lync, and PowerPoint. The system tray on the right shows the date and time: "9:45 AM 12/23/2014".

Staff can search for contacts to include in 'Lync' based communication with by typing identifying information

Lync – Overview – Home Page – People Area – Searching (1)

The screenshot shows the Lync Basic application window. At the top, the title bar says 'Lync Basic'. Below it, a status bar indicates 'Working on Lync'. The main area shows a search for 'smith' in the search bar. A list of search results is displayed, showing names, status, and location. The first result is 'Smith, Aaron - Offline 2 days MCG'. Other results include 'Smith, Aimee - Offline 3 days PSCS3, POL', 'Smith, Audrey - Offline 16 hours MCG', 'Smith, Breness - Away 10 mins CORPORAL, POL', 'Smith, Carol - Offline 49 days MCG', 'Smith, Cathy - Away 25 mins MCG', 'Smith, Charles (FRS) - Offline 5 mins Firefighter II, FRS', 'Smith, Christopher - Offline 12 hours MCG', and 'Smith, Craig - Offline 20 days MCG'. A note at the bottom of the list says 'We found lots of matches. Here's the first 50.'.

Working on Lync

Frey, Jon S.
Away
Set Your Location

smith

NAME

- Smith, Aaron - Offline 2 days
MCG
- Smith, Aimee - Offline 3 days
PSCS3, POL
- Smith, Audrey - Offline 16 hours
MCG
- Smith, Breness - Away 10 mins
CORPORAL, POL
- Smith, Carol - Offline 49 days
MCG
- Smith, Cathy - Away 25 mins
MCG
- Smith, Charles (FRS) - Offline 5 mins
Firefighter II, FRS
- Smith, Christopher - Offline 12 hours
MCG
- Smith, Craig - Offline 20 days
MCG

We found lots of matches. Here's the first 50.

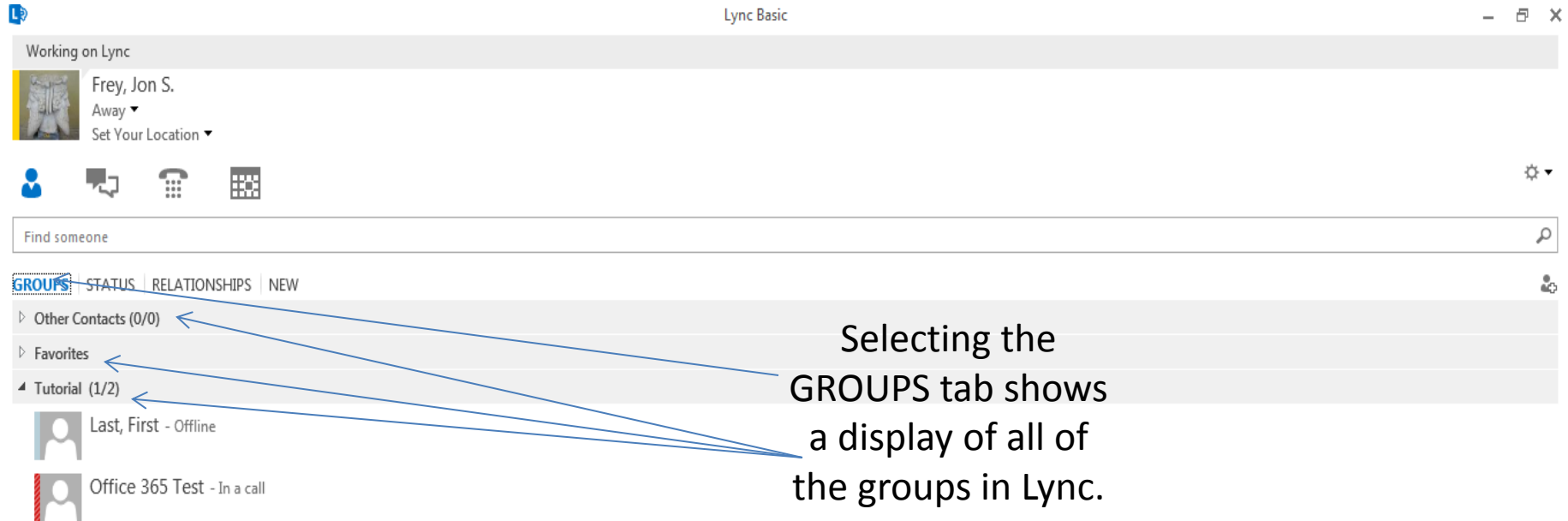
Note:
Typing too much information in the search window may cause you to miss the contact you are searching for.

GIVE FEEDBACK

12/23/2014 9:46 AM 12/23/2014

Home Page – People Area

Lync – Overview – Home Page – People Area - GROUPS



Working on Lync

Frey, Jon S.
Away ▾
Set Your Location ▾

Find someone

GROUPS | STATUS | RELATIONSHIPS | NEW

- Other Contacts (0/0)
- Favorites
- Tutorial (1/2)
 - Last, First - Offline
 - Office 365 Test - In a call

Selecting the GROUPS tab shows a display of all of the groups in Lync.



GIVE FEEDBACK 😊

9:47 AM
12/23/2014

Lync – Overview – Home Page – People Area - STATUS

Working on Lync

Frey, Jon S.
Away ▼
Set Your Location ▼

Find someone

GROUPS | **STATUS** | RELATIONSHIPS | NEW

Online
Office 365 Test - In a call

Away
No one's away.

Unknown
No one's status is unknown.


Unavailable

Last, First - Offline





Selecting the STATUS tab shows a display of the status of contacts in your groups in Lync.

Lync – Overview – Home Page – People Area - RELATIONSHIPS

Working on Lync



Frey, Jon S.
Away ▾
Set Your Location ▾



GROUPS | STATUS | **RELATIONSHIPS** | NEW

Friends and Family


No one's in this access level.


Workgroup

No one's in this access level.

Colleagues

No one's in this access level.

 Last, First - Offline

 Office 365 Test - In a call


External Contacts

No one's in this access level.











Blocked Contacts


No one's in this access level.


Selecting the RELATIONSHIPS tab shows your contacts in Lync grouped by relationship.



Start



GIVE FEEDBACK 



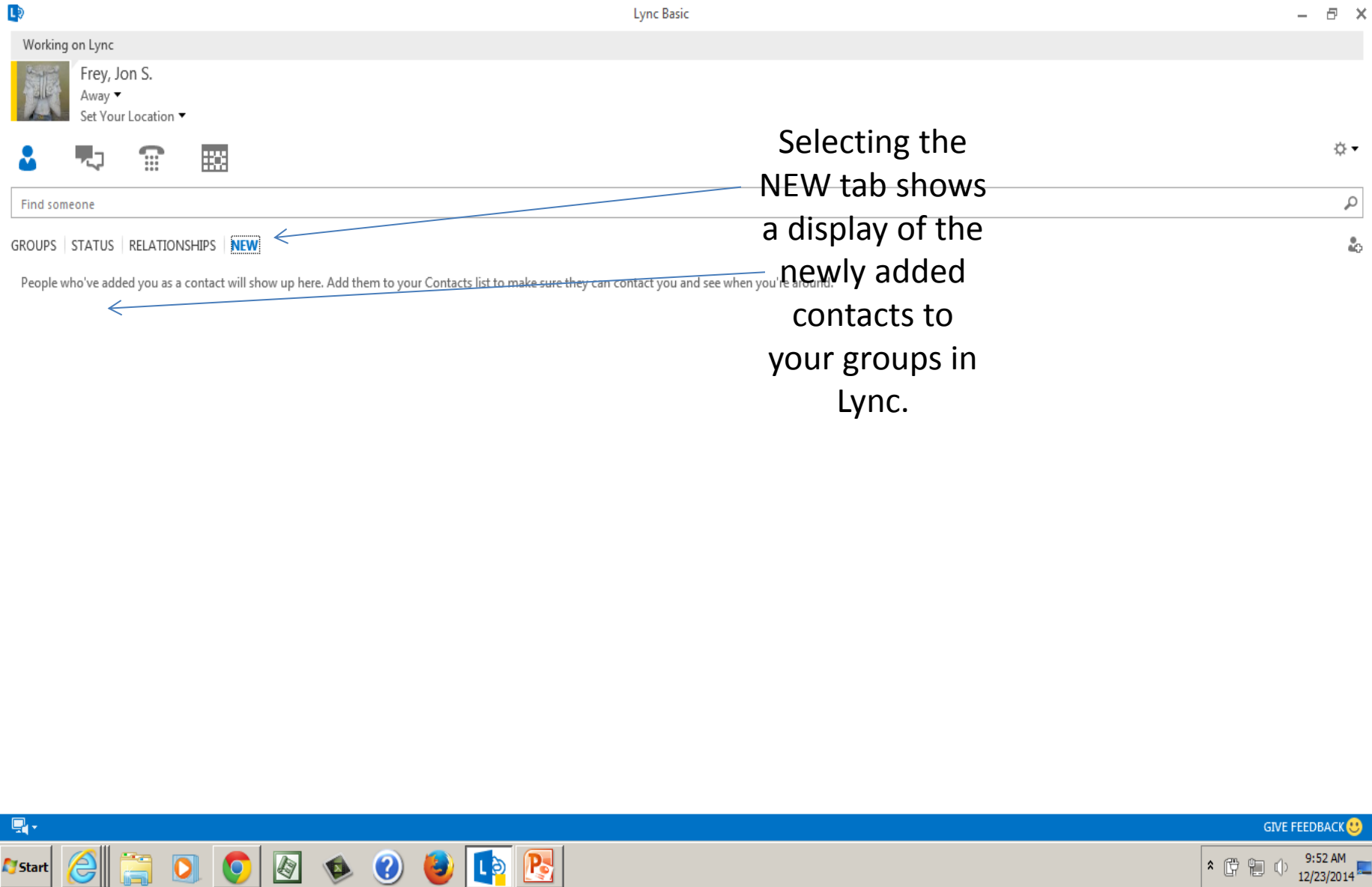
9:52 AM
12/23/2014

12/23/2014

O365 – Lync 2013 - DRAFT

27

Lync – Overview – Home Page – People Area - NEW



Home Page - Things Groups can do

Lync – Overview – Group things – Review of Groups

Working on Lync

Frey, Jon S.
Away
Set Your Location

Find someone

GROUPS | STATUS | RELATIONSHIPS | NEW

- Other Contacts (0/0)
- Favorites
- Tutorial (1/2)

Last, First - Offline

Office 365 Test - In a call

These are groups and as such can be treated like one entity for the various functions described

Start

Internet Explorer, File Explorer, Google Chrome, Lync, PowerPoint

GIVE FEEDBACK

9:54 AM
12/23/2014

Lync – Overview – Group things – Send Instant Message (IM)

Working on Lync

Frey, Jon S.
Away
Set Your Location

Find someone

GROUPS | STATUS | RELATIONSHIPS | NEW

Other Contacts (0/0)

Favorites

Tutorial (1/2)

Last

Offi

Send an IM

Start a Conference Call

Start a Video Call

Send an Email Message

Schedule a Meeting

Copy

Find Previous Conversations

Move Group Up

Move Group Down

Rename Group

Delete Group

Create New Group

Right clicking the group name bring up a menu of thing you can to with and to that group.

In this case we are selecting instant messaging (IM)

Start

12/23/2014

9:56 AM
12/23/2014

Lync – Overview – Group things – (IM) Window

The screenshot displays the Lync Basic application window. The main window is titled "Working on Lync" and shows a contact list on the left with "Frey, Jon S." selected. A "Conversation (3 Participants)" window is open, showing three participant avatars at the top and a large text area below. The text area is divided into two sections: a top section for displaying incoming messages and a bottom section for entering outgoing messages. The bottom section contains a text input field and a "Send" button. The bottom of the conversation window features a toolbar with icons for chat, voice call, video call, screen sharing, and group chat. The Windows taskbar at the bottom shows the Start button, several application icons (Internet Explorer, File Explorer, Chrome, Word, PowerPoint, Lync, and Skype), and the system clock indicating 9:57 AM on 12/23/2014.

Once the IM session begins a window appears for the IM activities

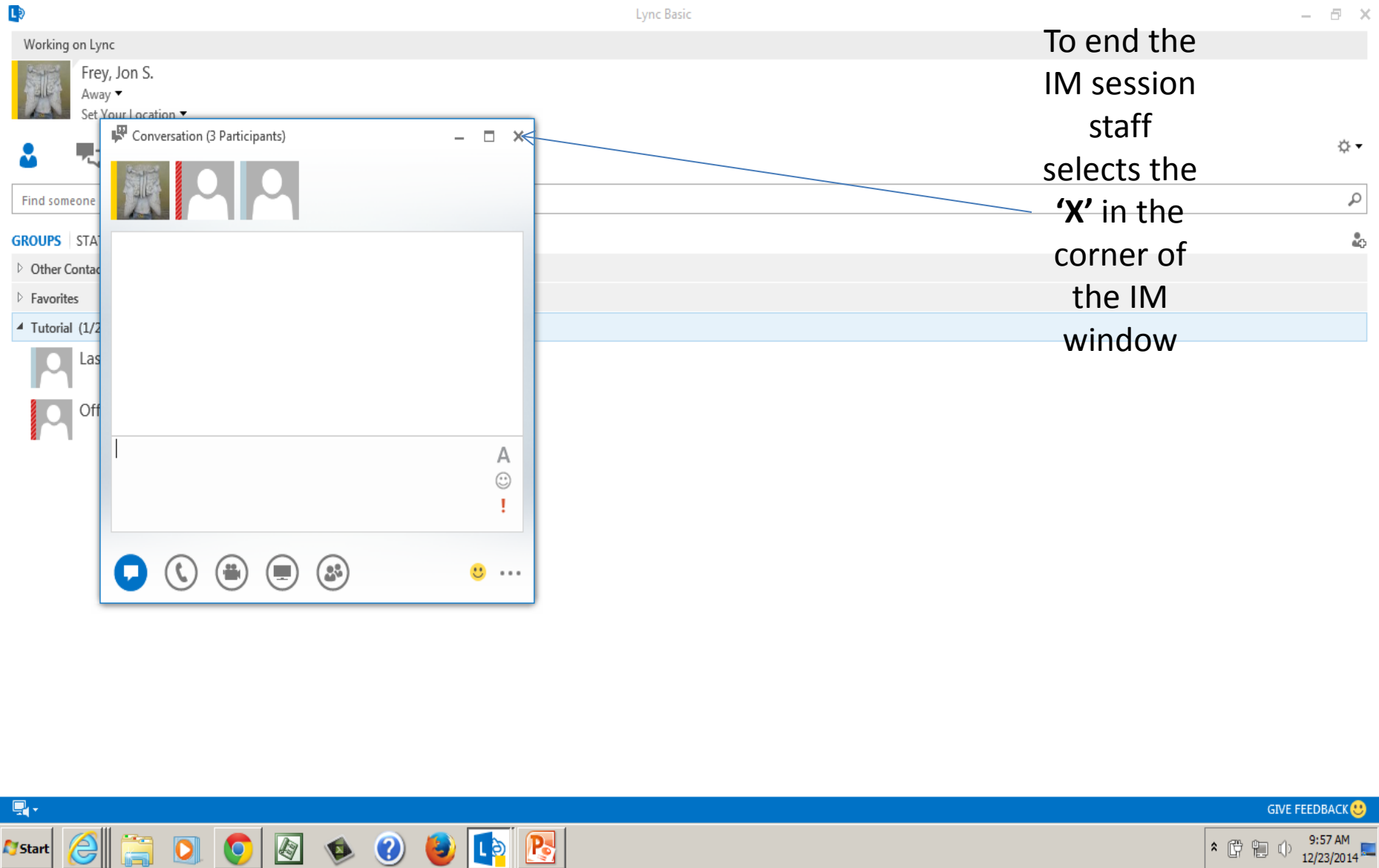
The IM window is divided into a couple of areas.

Participants

Dialogue window where IM text from all is displayed

Text box for entering IM text

Lync – Overview – Group things – Close (IM) Window



Lync – Overview – Group things – Start a conference call

Working on Lync

Frey, Jon S.
Away
Set Your Location

Find someone

GROUPS | STATUS | RELATIONSHIPS | NEW

Other Contacts (0/0)

Favorites

Tutorial (1/2)

Last

Offi

Send an IM

Start a Conference Call

Start a Video Call

Send an Email Message

Schedule a Meeting

Copy

Find Previous Conversations

Move Group Up

Move Group Down

Rename Group

Delete Group

Create New Group

Right clicking the group name bring up a menu of thing you can to with and to that group.

In this case we are selecting **'Start a Conference Call'**

Start

12/23/2014

9:56 AM
12/23/2014

Lync – Overview – Group things – Open the conference call

The screenshot displays the Lync Basic application window. The main interface shows a conversation with 'Frey, Jon S.' who is 'Away'. A 'Conversation (3 Participants)' window is open, showing a 'Loading...' status. A red phone icon is visible in the top right corner of this window. A blue arrow points from the text 'A conference window will open and as many of the participants as available will be included.' to the red phone icon. A yellow notification bar at the bottom of the conversation window states 'Last, First cannot be reached and'. A small pop-up window shows 'You've invited: Office 365 Test'. The Windows taskbar at the bottom includes icons for Start, Internet Explorer, File Explorer, Lync, and PowerPoint. The system tray shows the date and time as 10:02 AM on 12/23/2014.

Working on Lync

Frey, Jon S.
Away
Set Your Location

Find someone

GROUPS STATUS

Other Contact

Favorites

Tutorial (1/2)

Last

Off

Conversation (3 Participants)

Loading...

You've invited:
Office 365 Test

Last, First cannot be reached and

A conference window will open and as many of the participants as available will be included.

Start

Internet Explorer

File Explorer

Lync

PowerPoint

GIVE FEEDBACK

10:02 AM
12/23/2014

Lync – Overview – Group things – Exit the conference call

The screenshot displays the Lync Basic application window. At the top, the title bar reads "Lync Basic". Below it, a status bar indicates "Working on Lync". The main interface is divided into several sections. On the left, there is a sidebar with a "Find someone" search bar, a "GROUPS" section, and a "STANDARD" section. The "STANDARD" section lists "Other Contact", "Favorites", and "Tutorial (1/2)". The "Tutorial (1/2)" section is expanded, showing a list of contacts: "Last", "Off", and "Office 365 Test". The "Office 365 Test" contact is highlighted. In the center, a "Conversation (3 Participants)" window is open, showing a "Loading..." status. A red phone icon with a white 'X' is visible in the top right corner of this window. A blue arrow points from the text "To exit the video conference staff would select the 'X' in the corner of the conferencing screen" to this icon. Below the "Conversation" window, a yellow error message states "Last, First cannot be reached and...". At the bottom of the Lync window, there is a toolbar with icons for chat, voice, video, screen sharing, and a group of icons including a question mark, a smiley face, and a menu. The Windows taskbar is visible at the bottom, showing the Start button, several application icons (Internet Explorer, File Explorer, Chrome, Word, PowerPoint, Lync, and a question mark), and the system tray with the date and time (10:02 AM, 12/23/2014).

To exit the video conference staff would select the 'X' in the corner of the conferencing screen

Lync – Overview – Group things – Start a video call

Working on Lync

Frey, Jon S.
Away
Set Your Location

Find someone

GROUPS | STATUS | RELATIONSHIPS | NEW

Other Contacts (0/0)

Favorites

Tutorial (1/2)

Last, First - Offline

Office 365 Test - In a call

Right clicking the group name bring up a menu of thing you can to with and to that group.

In this case we are selecting 'Start a Video Call'

- Send an IM
- Start a Conference Call
- Start a Video Call
- Send an Email Message
- Schedule a Meeting
- Copy
- Find Previous Conversations
- Move Group Up
- Move Group Down
- Rename Group
- Delete Group
- Create New Group



Lync – Overview – Group things – In the video call

Once in the video conference a screen will appear which displays either the video feed (if enabled) or a static icon of the participants.

Working on Lync

Frey, Jon S.
Away
Set Your Location

Find someone

GROUPS | STATUS | RELATIONSHIPS | NEW

Other Contacts (0/0)

Favorites

Tutorial (1/2)

Last, First - Offline

Office 365 Test - In a conference call

Each viewer of Lync will see a display which shows the other participant in the forefront with a larger image and you as the smaller video or icon

Conversation (2 Participants)

2:51

Office 365 Test

Frey, Jon S.

12/23/2014

Lync – Overview – Group things – Exiting the video call

The screenshot shows the Lync Basic application window. On the left is a sidebar with a contact list. The main area displays a video conference window titled "Conversation (2 Participants)". The video window shows two participants: "Office 365 Test" and "Frey, Jon S.". A blue arrow originates from the text "To exit the video conference staff would select the 'X' in the corner of the conferencing screen" and points to the close button (X) in the top right corner of the video conference window.

Working on Lync

Frey, Jon S.
Away
Set Your Location

Find someone

GROUPS | STATUS | RELATIONSHIPS | NEW

Other Contacts (0/0)

Favorites

Tutorial (1/2)

Last, First - Offline

Office 365 Test - In a conference call

Conversation (2 Participants)

2:51

Office 365 Test

Frey, Jon S.

To exit the video conference staff would select the 'X' in the corner of the conferencing screen



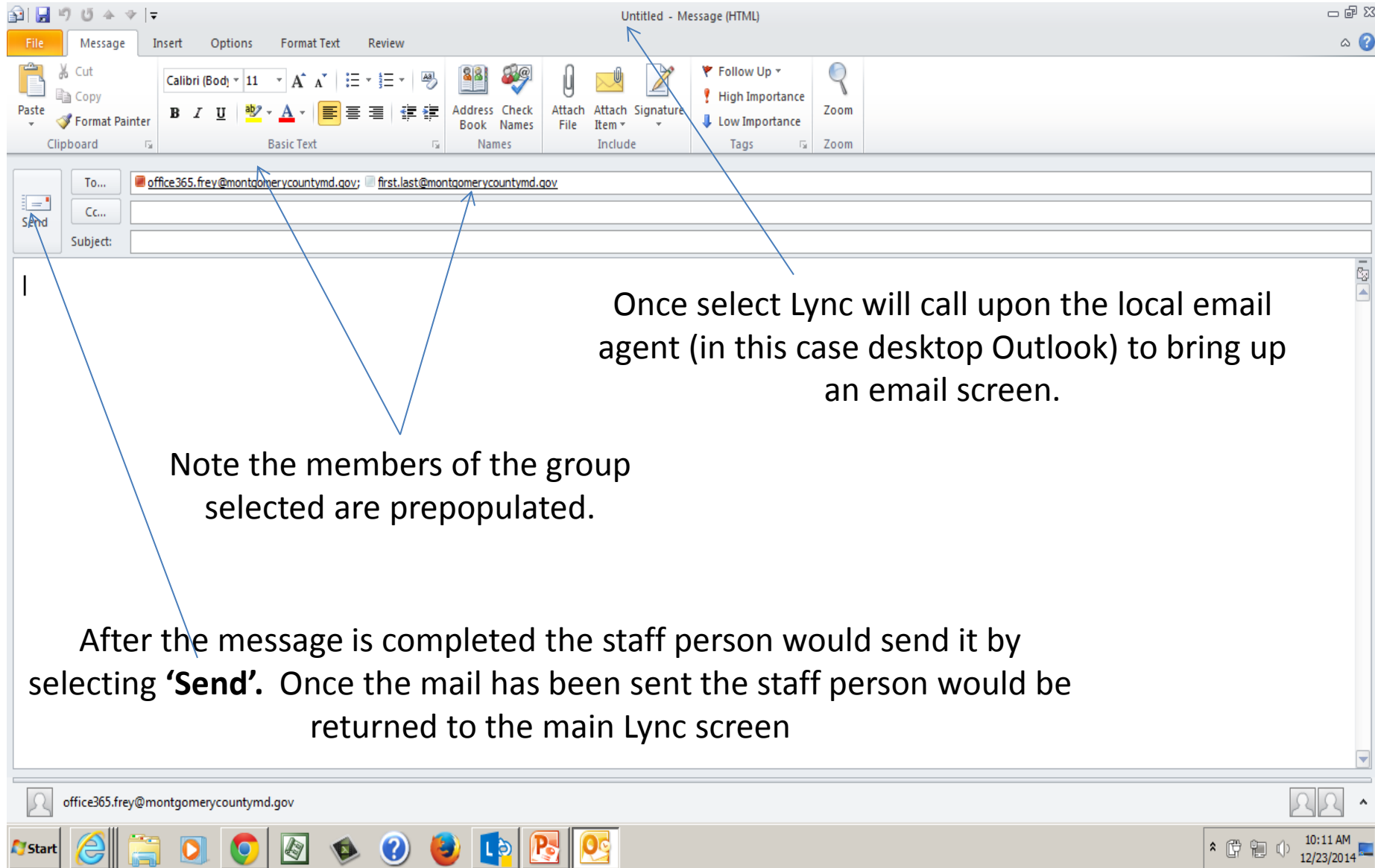
Lync – Overview – Group things – Send an Email

The screenshot shows the Lync Basic application window. At the top, the title bar reads 'Lync Basic'. Below it, a status bar indicates 'Working on Lync'. The main interface includes a user profile for 'Frey, Jon S.' with status 'Away' and a 'Set Your Location' dropdown. A search bar labeled 'Find someone' is present. The 'GROUPS' tab is active, showing a list of groups: 'Other Contacts (0/0)', 'Favorites', and 'Tutorial (1/2)'. The 'Tutorial' group is selected, and a right-click context menu is displayed over it. The menu options are: 'Send an IM', 'Start a Conference Call', 'Start a Video Call', 'Send an Email Message' (highlighted), 'Schedule a Meeting', 'Copy', 'Find Previous Conversations', 'Move Group Up', 'Move Group Down', 'Rename Group', 'Delete Group', and 'Create New Group'. A blue arrow points from the text 'Right clicking the group name bring up a menu of things you can to with and to that group.' to the 'Tutorial' group name. Another blue arrow points from the text 'In this case we are selecting 'Send an Email Message'' to the 'Send an Email Message' menu item. The Windows taskbar at the bottom shows the Start button and various application icons, including Internet Explorer, File Explorer, Chrome, and Lync. The system clock in the bottom right corner shows '10:08 AM 12/23/2014'.

Right clicking the group name bring up a menu of things you can to with and to that group.

In this case we are selecting 'Send an Email Message'

Lync – Overview – Group things – Email screen



Lync – Overview – Group things – Schedule a meeting

The screenshot displays the Lync Basic application window. At the top, the title bar reads 'Lync Basic'. Below it, a status bar shows 'Working on Lync' with a profile picture of Jon S. Frey, status 'Away', and a 'Set Your Location' dropdown. A toolbar contains icons for chat, voice call, video call, and a grid. A search bar labeled 'Find someone' is present. The main area has tabs for 'GROUPS', 'STATUS', 'RELATIONSHIPS', and 'NEW'. Under 'GROUPS', there are sections for 'Other Contacts (0/0)', 'Favorites', and 'Tutorial (1/2)'. The 'Tutorial' group is selected, and a right-click context menu is open over it. The menu options are: 'Send an IM', 'Start a Conference Call', 'Start a Video Call', 'Send an Email Message', 'Schedule a Meeting' (highlighted), 'Copy', 'Find Previous Conversations', 'Move Group Up', 'Move Group Down', 'Rename Group', 'Delete Group', and 'Create New Group'. A blue arrow points from the text 'Right clicking the group name bring up a menu of thing you can to with and to that group.' to the 'Tutorial' group name. Another blue arrow points from the text 'In this case we are selecting 'Schedule a Meeting'' to the 'Schedule a Meeting' menu item. The Windows taskbar at the bottom shows the Start button, Internet Explorer, File Explorer, Lync, and PowerPoint icons. The system clock shows 10:12 AM on 12/23/2014.

Right clicking the group name bring up a menu of thing you can to with and to that group.

In this case we are selecting 'Schedule a Meeting'

Lync – Overview – Group things – Schedule a meeting

Working on Lync

Frey, Jon S.
Away
Set Your Location

Find someone

GROUPS | STATUS | RELATIONSHIPS | NEW

Other Contacts (0/0)

Favorites

Tutorial (1/2)

Last, First - Offline

Office 365 Test - In a call

Untitled - Meeting

File Meeting Insert Format Text Review

Delete Copy to My Calendar Forward OneNote Appointment Scheduling Lync Meeting Cancel Invitation Address Book Check Names Response Options

Show As: Busy Recurrence Reminder: 15 minutes Time Zones Categorize Zoom

Invitations have not been sent for this meeting.

From: Outlook Mobile Service (Text Messaging)

To: office365.frey@montgomerycountymd.gov; first.last@montgomerycountymd.gov

Subject:

Location:

Start time: Tue 12/23/2014 10:30 AM All day event

End time: Tue 12/23/2014 11:00 AM

Once select Lync will call upon the local email agent (in this case desktop Outlook) to bring up a calendar screen.

Note the members of the group selected are prepopulated.

See more about: Outlook Mobile Service (Text Messaging).

GIVE FEEDBACK

10:14 AM 12/23/2014

Lync – Overview – Group things – Send meeting invitation

The screenshot displays the Lync Basic application window. On the left, a sidebar shows the user's profile (Frey, Jon S., Away) and a list of groups, including 'Tutorial (1/2)'. The main window is titled 'Untitled - Meeting' and features a ribbon with tabs: File, Meeting, Insert, Format Text, and Review. The 'Meeting' tab is active, showing options like 'Delete', 'Copy to My Calendar', 'Forward', 'Appointment', 'Scheduling', 'Lync Meeting', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Show As', 'Recurrence', 'Reminder', 'Time Zones', 'Categorize', and 'Zoom'. Below the ribbon, a message box states 'Invitations have not been sent for this meeting.' The 'Send' button is highlighted with a blue arrow. The 'To...' field contains two email addresses: 'office365.frey@montgomerycountymd.gov' and 'first.last@montgomerycountymd.gov'. The 'Subject' and 'Location' fields are empty. The 'Start time' is set to 'Tue 12/23/2014 10:30 AM' and the 'End time' is 'Tue 12/23/2014 11:00 AM'. The 'All day event' checkbox is unchecked. A text overlay with a blue arrow pointing to the 'Send' button reads: 'After the meeting scheduling is completed the staff person would send it by selecting **Send**. Once the meeting invitation has been sent the staff person would be returned to the main Lync screen'. The Windows taskbar at the bottom shows the Start button, several application icons (Internet Explorer, File Explorer, Chrome, etc.), and the system clock indicating 10:14 AM on 12/23/2014.

Working on Lync

Frey, Jon S.
Away
Set Your Location

Find someone

GROUPS | STATUS | RELATIONSHIPS | NEW

Other Contacts (0/0)

Favorites

Tutorial (1/2)

Last, First - Offline

Office 365 Test - In a call

Invitations have not been sent for this meeting.

From: Outlook Mobile Service (Text Messaging)

To: office365.frey@montgomerycountymd.gov; first.last@montgomerycountymd.gov

Subject:

Location:

Start time: Tue 12/23/2014 10:30 AM All day event

End time: Tue 12/23/2014 11:00 AM

Send

After the meeting scheduling is completed the staff person would send it by selecting **Send**. Once the meeting invitation has been sent the staff person would be returned to the main Lync screen

See more about: Outlook Mobile Service (Text Messaging).

GIVE FEEDBACK

10:14 AM
12/23/2014

Admin Items

Lync – Overview – Admin – Adding a Group (1)

Working on Lync

Frey, Jon S.
Away
Set Your Location

Find someone

GROUPS STATUS RELATIONSHIPS NEW

Other Contacts (0/0)

Favorites

Tutorial (1/2)

Last, First - C

Office 365 T

Send an IM
Start a Conference Call
Start a Video Call
Send an Email Message
Schedule a Meeting
Copy
Find Previous Conversations
Move Group Up
Move Group Down
Rename Group
Delete Group
Create New Group

Right clicking the group name bring up a menu of thing you can to with and to that group.

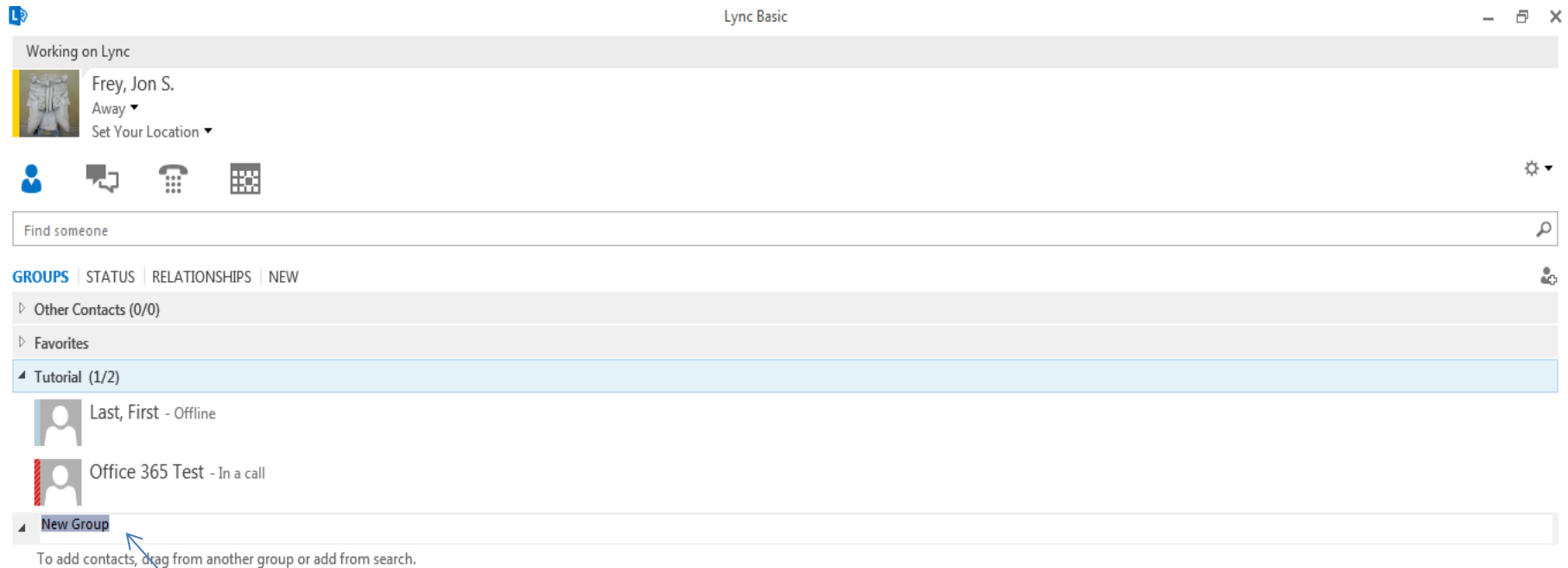
In this case we are selecting 'Create New Group'

Start

GIVE FEEDBACK

10:16 AM
12/23/2014

Lync – Overview – Admin – Adding a Group (2)



New Group has been added.
Staff could choose to change the
name or leave it



Lync – Overview – Admin – Adding a Contact (1)

The screenshot shows the Lync Basic application window. At the top, the title bar reads "Lync Basic". Below it, a status bar says "Working on Lync". The main interface includes a profile card for "Frey, Jon S." with an "Away" status and a "Set Your Location" dropdown. Below the profile card are icons for chat, voice, and video. A search bar is located below these icons, containing the text "Last". To the right of the search bar is a list of contacts, with the first entry being "Last, First - Offline" and "Resource". A blue highlight is under the first contact. Two arrows point from the text "Using the search capability find the contact you want to add." to the search bar and the first contact in the list.

Working on Lync

Frey, Jon S.
Away ▼
Set Your Location ▼

Using the search capability find the contact you want to add.

NAME

Last, First - Offline
Resource



Lync – Overview – Admin – Adding a Contact

The screenshot displays the Lync Basic application window. At the top, the title bar reads "Lync Basic". Below it, a status bar shows "Working on Lync" and a user profile for "Frey, Jon S." with an "Away" status and a "Set Your Location" button. A toolbar contains icons for chat, voice, and video. Below the toolbar is a search bar labeled "Last" and a list of contacts. The contact "Jon Frey - Offline" is selected, and a context menu is open over it. The menu options include "Send an IM", "Call", "Start a Video Call", "Send an Email Message", "Schedule a Meeting", "Copy", "Find Previous Conversations", "Add to Favorites", "Add to Contacts List", "Tag for Status Change Alerts", "Change Privacy Relationship", and "See Contact Card". The "Add to Contacts List" option is highlighted, and a sub-menu is open showing "New Group", "Other Contacts", and "Tutorial". The "New Group" option is selected. Blue arrows point from text annotations to the contact icon, the context menu, and the "New Group" option.

Selecting the icon or picture of the contact will bring up a display menu of potential actions with that contact

In this case we are adding this contact to a group 'New Group' specifically

Lync – Overview – Admin – Adding a Contact

The screenshot shows the Lync Basic application window. At the top, the title bar reads "Lync Basic". Below it, a status bar indicates "Working on Lync" with a profile picture of Jon S. Frey, status "Away", and a "Set Your Location" button. A toolbar contains icons for chat, voice, and video. A search bar is present. The main area has tabs for "GROUPS", "STATUS", "RELATIONSHIPS", and "NEW". Under "GROUPS", there are sections for "Other Contacts (0/0)", "Favorites", and "Tutorial (1/2)". The "Tutorial (1/2)" section is expanded, showing a list of contacts. A contact named "Last, First - Offline" is highlighted in blue. A blue arrow points from the text "Once completed the contact has been added to 'New Group'" to this highlighted contact. The Windows taskbar at the bottom shows the Start button and various application icons, including Lync and PowerPoint. The system tray shows the date and time as 10:20 AM on 12/23/2014.

Working on Lync

Frey, Jon S.
Away
Set Your Location

GROUPS | STATUS | RELATIONSHIPS | NEW

Other Contacts (0/0)

Favorites

Tutorial (1/2)

Last, First - Offline

Office 365 Test - In a call

New Group (0/1)

Last, First - Offline

Once completed the contact has been added to 'New Group'

Lync – Overview

The End